

THE

# **ASTD-TOC JOINT AWARDS PROGRAM**

The American Society for Training and Development  
The Training Officers Conference  
Washington, D. C.

We are mailing you the attached brochure with the hope that you will give serious consideration to submitting the name of a candidate for one of the awards described.

We are interested in recognizing outstanding achievement in the field of training and development during late 1967 and early 1968, and we are anxious to consider all significant accomplishments before the final selection is made. In this way, we feel we will have stimulated further advances in training and development in the Washington area.

Nominations will be accepted from government, industry and academic organizations. The candidate need not be a member of ASTD or TOC. Awards will be received at a luncheon in September, 1968. The citations for the 1967 awards, below, will assist you in determining the kind of achievement which would be considered by the award committee.

## The Individual Trainer Award

"To James C. Reese (Employee Development Officer) for his extreme sensitivity to the training and educational needs within the environment of the Goddard Space Flight Center and for his creativity in producing for these requirements a wide range of comprehensive and thorough programs, some of which are so new that they are not in existing curricula."

## The Organization Award

"To Finance Office, District of Columbia Government, for embarking on an ambitious and highly organized program of employee training and development where none existed before and for achieving one of the most comprehensive and advanced programs within the District of Columbia Government in little more than a year, with limited funds and with only one full-time position assigned to training administration."

## The Young Trainer of the Year Award

"To Robert L. Prestel, (Chief, Scientific and Technical Division), for exceptional effectiveness in enabling the National Security Agency to remain at the forefront in relevant fields of modern technology by expansion of training in engineering and computer sciences, by establishment of college after-hours and technical seminar programs, and particularly by developing courses and programs in new areas where there are no guidelines and precedents."

In general, the candidates achievement will more likely win award recognition if there is evidence that it has made an impact recognized at the top management level.

We feel the ASTD-TOC Awards Program presents a fitting additional tribute to contributors to the field of training and development and we invite your participation in the 1968 Awards Program.

## TO RECOGNIZE OUTSTANDING ACCOMPLISHMENT

Training is becoming increasingly critical to the achievement of efficient and economical management. Nearly every Federal agency and major business organization in the Washington area has new or recently improved training programs which have contributed significantly to better utilization of human resources in achieving objectives of the organization. This awards program provides a means of recognizing outstanding accomplishments and thereby stimulating further advances in training and development.

### THREE AWARDS .....

will be made as follows:

- An INDIVIDUAL AWARD to a trainer.
- An ORGANIZATION AWARD to either a training or a line organization.
- A YOUNG TRAINER OF THE YEAR AWARD to a person not over 30 years of age.

### FOR EXCELLENCE

in light of the following criteria:

- **ORIGINALITY** - creativity, extent of new thinking, new developments, or new applications of traditional methods.
- **DIFFICULTY** - perseverance and ingenuity in the face of obstacles, complications, special challenges, lack of facilities and resources.
- **PUBLIC AVAILABILITY** - demonstrated willingness to share freely ideas, methods, techniques, facilities or materials with others.
- **COST CONSCIOUSNESS** - achieving results with careful attention to minimizing costs in terms of facilities, staffing, student time, and related cost factors.
- **PUBLIC RECOGNITION** - the degree of knowledge, understanding or appreciation attained within the training field or in relation to the public at large.

### THE SELECTION

The selection of awardees will be made by a distinguished panel of judges.

### THE AWARDS

Each recipient will receive a plaque and a citation describing the accomplishment.

You can be a candidate or you can nominate one by completing and forwarding this form *AND* by attaching a statement describing why your candidate should be so recognized. Your statement should be no more than 2 typed pages and should cover the candidate's achievement, its impact, and its relationship to the criteria expressed above.

\_\_\_\_\_ should be  
(Candidate's Name)  
considered for the:

☐ INDIVIDUAL AWARD      ☐ YOUNG TRAINER OF THE YEAR AWARD  
(Birth Date, please \_\_\_\_\_)

☐ ORGANIZATION AWARD  
(Organization's Address) \_\_\_\_\_

\_\_\_\_\_  
(Type of Business) \_\_\_\_\_

Submitted by \_\_\_\_\_ Signature \_\_\_\_\_  
(Print or Type Name, please)

Organization \_\_\_\_\_ Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

The awards will be presented at a luncheon in September of this year. All nominations must be received by July 15, 1968. Forward this form and accompanying material to:

A S T D  
1319 "F" Street, N.W. - Room 1018  
Washington, D.C. 20004

THE THIRD ANNUAL

JOINT

AWARDS PROGRAM

For excellence in Training, Employee  
Development, and Career Management



Sponsored by the

TRAINING OFFICERS CONFERENCE

and the

WASHINGTON CHAPTER,  
AMERICAN SOCIETY FOR TRAINING  
AND DEVELOPMENT

Approved For Release 2001/03/06 : CIA-RDP84-00313R000100040003-4

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TO	NAME AND ADDRESS	DATE	INITIALS
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ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
Ernie: The attached was received directly by the Office of Personnel. In reviewing our Public Service Awards records, we find that we had never received before an invitation to nominate for this awards program, but it is possible that the Office of Training might have handled this directly. If you have, I presume you will take the same action as in the past. If you have not, I am sure that Bob Wattles would welcome any recommendations from Jocko that might ultimately be submitted to the Director for consideration.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
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